



Chemonics International, Inc.
1133 20th Street, NW
Washington, DC 20036
Telephone: (202) 955-3300
Fax: (202) 955-7540

AMIR Program
Access to Microfinance & Improved Implementation of Policy Reform

USAID Contract No. 278-C-00-98-0029-00
Deliverable for Policy Component Milestone #1

Plan Outlining Suggestions on How the WTO Unit Should Function

By
Bonni van Blarcom

Submitted to:
United States Agency for International Development

Submitted by:
Chemonics International Inc.

September 1998

**Access to Microfinance & Improved Implementation of Policy
Reform
AMIR Program**

Funded By U.S. Agency for International Development

**PLAN OUTLINING SUGGESTIONS ON
HOW THE WTO UNIT SHOULD
FUNCTION**

Revised Report

Deliverable for Policy Component Milestone # 1

September 1998

This report was prepared by Bonni van Blarcom, WTO Accession Advisor, in collaboration with Chemonics Int'l Inc., as prime contractor to the United States Agency for International Development, for the AM IR Program in Jordan

**PLAN OUTLINING SUGGESTIONS ON
HOW THE WTO UNIT SHOULD FUNCTION**

(Revised)

**Report to Mrs. Tamam El-Ghul, Director
WTO Accession Office**

**By Bonni van Blarcom,
WTO Accession Advisor**

10 September 1998

PLAN OUTLINING SUGGESTIONS ON HOW THE WTO UNIT SHOULD FUNCTION

Table of Contents

A. Introduction

B. Objective of the Office

C. Office Programs

1. Outline of Programs
2. WTO Unit as Government Information Center
3. Public Awareness Program

D. Organization and Responsibilities

1. Office Culture
2. Shared Responsibilities
3. Individual Responsibilities

E. Staff Training Program

1. Structured Program of 40 Modules
2. Monthly Training in Preparation of Public Awareness Seminars
3. Ongoing Training

F. Office Procedures

G. Initial Work Plan

- Annex 1. WTO Topics for Division of Responsibilities among Unit Staff
- Annex 2. WTO Legal Text, Grouped by Legal Text
- Annex 3. WTO Legal Text, Grouped by Topic
- Annex 4. WTO Unit Staff Questionnaire
- Annex 5. WTO Training Program for MIT/WTO Office Staff - 40 Modules
- Annex 6. Staff Training Plan – Session Plans for 40 Modules
- Annex 7. Suggested Program Descriptions
- Annex 8. An Example of a WTO Accession Office Mission Statement

PLAN OUTLINING SUGGESTIONS ON

HOW THE WTO UNIT SHOULD FUNCTION

A. INTRODUCTION

This report provides ideas, suggestions, and comments on how the WTO unit should function. It includes ideas on office programs, particularly a public awareness program, arranging responsibilities, and providing a staff training program. A summary of ideas is provided in the text with details provided in the Annexes.

B. OBJECTIVE OF THE OFFICE

A suggestion is that the WTO Accession Office develop a Mission Statement which includes the primary objective of the office and its primary activities. The central idea is to develop clarity on the office's role and responsibilities. A Team Building workshop might be a good forum to further develop a consensus among the Ministries on the Office's function. Agreement on the Mission statement could be sent to the Council of Ministries for official designation. The pros and cons, and various risks and benefits should be weighted when considering that step.

The primary advantage is that there might be greater recognition of the Office, greater ease in obtaining cooperation with other Ministries, and other benefits from official designation. Disadvantages could include lack of consensus of the office's main role, of losing some responsibilities to another Ministry, or identifying tasks that others want from the Office which the office can not fulfill.

The development of a Mission Statement can be accomplished within the Office, by designation by yourself as Director with consultation with H.E. Dr. Halaiqah; it could be developed with staff input on what they see the role to be (although new they might have some good ideas), or it could be drafted and shared collaboratively with feedback from other Ministries. The

AMIR
Progra
m

development of a Mission Statement by yourself, and confirmed by others provides a stronger basis for collegial exchange, they have contributed to defining your office and recognize your role. They might be more willing to cooperate.

An example of what a Mission Statement might look like is included Annex Eight.

C. OFFICE PROGRAMS

1. Outline of Programs

The programs of the office should be associated with the overall objective of the Office. When a Mission Statement of the unit is clear, then programs can be tailored more carefully to the programs. The following suggestions are made on the basis of an example of a Mission Statement for the office.

Activities often benefit with sharing ideas and responsibilities when there are many components to a task, when the task is time consuming, when various ideas are wanted, or when a detailed report is expected as an output. The following programs are proposed:

- I. Service Task Force
- II. Public awareness
- III. WTO library
- IV. WTO news (reports, press releases, status of topic negotiations, etc.)
- V. Team Building committee
- VI. Notification Requirements
- VII. Public Communications

A brief description of each of the programs is included in Annex Seven.

2. WTO Unit as Government WTO Information Center

AMIR
Progra
m

One way of developing credibility as an authoritative source on WTO issues, is to share that information with others. If individuals specialize in subject areas, then a substantial knowledge base may develop. The unit could function as an information resource for the government, the business sector, and the public at large to provide information on WTO. With implementation of the Public Awareness program a systematic storing of the packets of information will facilitate provision of information to others requesting it. The development of a library and good files with as much information in Arabic as possible will be useful.

3. Public Awareness Program

The objective of the seminars would be to systematically provide information on the World Trade Organization requirements of membership on specific topics identifying Jordan's practices and steps necessary to come into compliance.

A proposed Public awareness program was shared with you in May, and you have since indicated that in addition to the groups I identified, that H.E. the Secretary General wants the following targeted for training:

1. the negotiation team and the directors of the following corporations: The Investment Promotion, the Industrial Estates, the Jordan Export Development and Commercial Centres, the Jordanian Institution for Standards and Metrology, and the Directors of Departments in the Ministry of Industry and Trade,
2. Employees of different business associations, (included in stage 4)
3. Employees of the Ministries and Government agencies concerned, e.g. Customs, Agriculture, Finance, Planning (included in stage 2).

As you know the stages I had suggested in May were the following:

Stage one: train WTO Accession Office staff

- Stage two: train staff in other Ministries
- Stage three: provide information for parliament
- Stage four: provide information for the business community
- Stage five: provide information for the public at large

To train the first audience H.E. the Secretary General Halaiqah identified, the negotiation team and directors, I would think you would want support from the WTO unit staff. Therefore, you might want a training session for them prior to the training session for the negotiation team and directors. Depending on your preference, individuals from other Ministries could be trained with the WTO Unit staff or separately after the WTO unit staff are trained on the topic. I take these identified groups as additions, or priorities for training, not necessarily excluding the other groups I identified. Incorporating these ideas into the various stages, provides the following groups:

- Stage one: train WTO Accession Office staff
- Stage two: train negotiation team and directors
- Stage three: train staff in other Ministries and other government agencies
- Stage four: train business association employees
- Stage five: provide information to Parliamentary committees
- Stage six: provide information to the public at large

Here are a few ideas on each of the stages.

a. Stage one: staff training

The training seminar (about 2-3 hours) could have the following basic structure and could be adjusted for the audience:

- Section 1. WTO requirements
- Section 2. Jordan's policies and practices
- Section 3. Other Government Policies and practices: issues, commitments and reservations which have been accepted by WTO membership
- Section 4. Steps for Jordan to take to become WTO compliant

I could provide the information on section 1 (WTO requirements), and 3: other governments policies and practices, researching WTO reports for other countries' policies and practices. For Jordan's policies and practices we could draw upon your knowledge beyond what is in Jordan's submission to WTO, and staff in other Ministries more knowledgeable about specific Jordanian policies and practices. Section 4 would be a discussion of what steps are necessary for Jordan to become WTO compliant and what government organizations need to take what steps. In some topics it might be exploration of what steps are required for Jordan, for others, it would be discussion of what has already been identified.

With the development of a proposal for USAID funding, we could request WTO experts on each subject matter to provide information. As mentioned, discussions at WTO indicated a willingness of WTO staff to participate, particularly if travel funds are available.

b. Stage two: negotiation team and directors

The seminar could have the same basic structure as the first training session. That is, Section one of the program could start with an introduction to WTO, and continue with what are WTO requirements for membership. Section 3 could be changed to emphasize the broader policy issues, and to a lesser extent the government structures to respond to WTO requirements. The presenter of section 1: WTO requirements could be a member of the WTO accession office, other than myself, if staff from THE World Trade Organization or other relevant organization (e.g. WIPO) are not available.

The idea in progressing from stage to stage is that training would be shifted from me, to the those

trained by the program. In the second stage, the staff trained in the first stage could significantly contribute to or provide parts of the training for that stage, or subsequent stages.

c. Stage three: staff in other Ministries and government organizations

The structure could be similar to stage two with more an emphasis more on government structures to respond to WTO requirements. What would be of great use would be how other countries have organized themselves in responding to WTO requirements. This would take some research and inquires. I know, at least, we could obtain information on the United States government administrative/quasi-adjudicative procedures if we wanted. It would be good if we could draw examples from other Arab nations. The training could better prepare them to respond to enquires from Parliament, the business community, and the public at large about WTO, as well as fulfill their responsibilities regarding WTO.

d. Stage four: train business association employees

Business associations could be invited to be trained and to assist them in developing training programs for their membership. The structure could be similar but focused more on the issues of interest to their organizations' membership. One section could focus on how the business community could have input: what are government contact points, and issues they might want to watch over time.

e. Stage five: information for Parliament

It has been my experience working as Congressional support (an economist in the Congressional Research Service supplying information to Members of the U.S. Congress and their staff), that dependent on the participation you may have individuals more interested in the policy issues, versus the details. I suggest a program that is sufficiently detailed to provide the basic information, provide sufficient written information to fill in more details, and provide sufficient time to respond to a wide range of questions of various degrees of depth. Dependent on the individuals, for those that return for subsequent seminars, there might be a deepening of the

dialog as the months and the training/information sharing continues.

f. Stage six: information to the public at large

This stage could be provided through news articles, and seminars oriented to the consumer. A university setting might be of interest, or the Jordanian equivalent of a ‘town hall’ meeting.

g. Seminar Topics

The topics agreed to with H.E. Dr. Halaiqah for the first 2 to 3 seminars were the following: agriculture, intellectual property rights and possibly an introduction one on WTO in general. Other topics include: services (which Dr. Stephenson already provided to the negotiation team), tariffs, customs valuation, import licensing, government procurement, and safeguard laws.

D. ORGANIZATION AND RESPONSIBILITIES

1. Office Culture

As an office, I suggest that you set a policy of communicating openly, working together as an office team with individual roles and responsibilities, and that you encourage the staff to observe office procedures you set.

2. Shared Responsibilities

As an office, I suggest that each staff member shares some general responsibilities, such as:

- a. To be informed:
 - a. Knowledge of WTO activities;
 - b. Knowledge of Government of Jordan activities in WTO related areas;
 - c. Knowledge of business community concerns which facilitate provision of

information about WTO benefits and responsibilities of interest to them;

- a. To respond to WTO member inquiries for information from the Government of Jordan:
 - 1. Contact GOJ individuals to request information;
 - 2. Follow-up to obtain information; and
 - 3. Draft responses to WTO member inquiries.
- c. Respond to GOJ inquiries, the private sector and the public at large for information about the WTO.
- c. Facilitate the provision of information to others, in seminars, workshops, preparation of press releases and presentations. Staff may be asked to draft speeches or assist in the preparation of training information for others.

3. Individual Responsibilities

Individual roles and responsibilities can be assigned on many bases. This section provides a number of suggestions.

I suggest that WTO topic areas be one of the main bases of assignments. Any number of categories can be constructed. The following is a suggestion which groups topics together, and provides for a reasonable number of topics. Twelve WTO topic areas have been identified which are the following:

- I. Intellectual property rights regime
- II. Services
- III. Customs, tariffs, and import regulations
- IV. Internal policies affecting trade
- V. Export regulations
- VI. Agriculture, environment, sanitary, phytosanitary and textiles

- VII. Trade policy framework and institutional arrangements
- VIII. General economic policy and domestic economic conditions
- IX. Consideration of developing countries
- X. GATT/WTO general principles, practices and administrative aspects
- XI. Disputes and policy review
- XII. Plurilateral agreements

A larger list of categories (40 in total) are provided in the list of staff training modules, but 12 groups are presented here. Individuals can focus their attention and their reading and become specialized in subject areas. With work assignments in these areas, their knowledge will grow.

Subtopics of the topic categories are provided in Annex One. These are taken largely from the WTO guidance on submitting the country's foreign trade regime memorandum. With adjustments, it provides a good grouping of activities.

You can guide the staff to find the relevant legal text sources on these topic areas by reviewing the material in Annexes II and III. The annexes identify the GATT/WTO articles, agreements, decisions, understandings and declarations by topic category. Both annexes contain the legal text and categories. Annex II is organized by groups of legal text (e.g., GATT 1994 or GATT 1947), while Annex III is grouped by topic categories (e.g., Intellectual property rights regime, services).

This will facilitate individuals who might be assigned specific topic categories to become familiar with the relevant legal text. A further development of related information would be the identification of each related World Trade Organization unit (committee, council, work group, etc.) according to subject area.

The other bases on which staff can be assigned responsibilities in a systematic fashion are on the basis of geographic region and on office programs. It might be useful to assign the economic sectors of the economy (in addition to the service subsectors) among the staff so as to provide a sense of focus when they read the newspaper and review material.

E. STAFF TRAINING PROGRAM

The objective of a staff training program would be to provide guidance, information and assistance in developing the abilities of the staff of GOJ/WTO unit in fulfilling their office mission statement. The training could be delivered in at least three modes: a) structured program of 40 modules, b) monthly training in preparation for public awareness programs, and c) on going training. Each mode is described.

1. Structured Program of 40 Modules

A program of 40 modules for an introduction to WTO, GATT and the main topics of interest has been developed. Each module is being prepared for an hour presentation with adjustments given the inclusion of various exercises on such topics as negotiation, and dispute settlement. The presentations will provide an introduction to the topics.

Appendix Five provides a list of the topics which are to be presented in the staff training program. The 40 modules are grouped in the following categories:

1. Introduction to WTO
2. Goods: Market Access
3. Goods: Rules on Non-tariff Measures
4. Goods: Rules on Trade Remedies
5. Services
6. TRIPS: Intellectual Property Rights
7. Transparency and the Rule of Law
8. Other Topics
9. What Next for WTO?
10. Jordan's Accession

A schedule of training, identifying how the 40 modules can be combined with various exercises

is included in Appendix Six. A training expert, Sameera Qadoura, of the AMIR Program was consulted and is contributing various components – such as “energizers” for sessions to stimulate discussion and promote awareness.

2. Monthly Training in Preparation of Public Awareness Seminars

Subsequent to the 40 modules, the monthly public awareness program will provide more in depth training on each of the topics. The idea is to train the unit staff in greater detail prior to the public awareness seminar on the topic, so that they are able to respond to questions and develop their expertise.

The monthly training can include a 2-4 hour training session on a WTO topic. The general format could be four parts: 1) WTO responsibilities and benefits, 2) Jordan’s policies and practices, 3) issues with the topic (e.g. examples from other countries, disputes, commitments and reservations), and 4) steps for Jordan to become WTO compliant. Staff members may be asked to participate in preparing for the sharing of information on the agreements in these monthly meetings which will form the basis of providing information to other audiences: other ministries, private sector, parliament and the public at large. As the staff become comfortable with the material, they can valuably participate in giving presentations.

3. Ongoing Training

Ongoing training can occur on a day-to-day basis with the provision of advice in response to questions, in the provision of guidance on approaching various tasks, and provision of work examples. The subject matter of the training would be related to the functioning of the GOJ/WTO Accession office and would concentrate on the technical material of accession to WTO, but could also include office systems, management of tasks, and general team work. Some ideas for ongoing training include the following.

a. Jordan’s Accession to WTO

Two tasks for new staff could be the completion a “Submission by Topic Reference Book”, a “Summary of Topic”, and a “Status Report of Jordan’s Accession”. Staff could be guided in developing a task description and in completion of the tasks in a team fashion. Completion of the these three reports would provide an opportunity for staff members to become familiar with the details specific to Jordan and Jordan’s status in its accession process.

b. Familiarity with WTO Agreements

Staff can be encouraged to request from the WTO Accession Advisor information on WTO topics, but particularly how to find information and how to interpret information of WTO agreements.

c. Current WTO Issues

Staff can be guided in the access to information from WTO in both paper documentation and the WTO web site. Suggestions will be provided on keeping current with WTO issues. The WTO documentation system will be introduced as will be the GOJ/WTO unit filing system. `:

F. OFFICE PROCEDURES

For the office to work as a team under your leadership, there should be good flows of information, recording of activities and follow-up on tasks until completion. For this purpose, you may want to experiment with a number of record keeping activities, and some office rules which may be adjusted given their success in achieving their objective of strong leadership from you, good office management practices, ability to take initiative, and enjoyment of work.

You might want to have regular staff meetings to share information from the Ministry, share information about what individuals are working on, what issues are being encountered, what concerns exist. A suggestion might be that individuals keep daily logs for them selves to facilitate preparing a weekly or monthly summary of their activities for you.

You might want to consider a few page office handbook with information about administrative procedures such as requesting vacation, sick leave, cash reimbursement for minor expenses.

G. INITIAL WORK PLAN

A work plan for the office staff during the start up period is suggested which includes the following tasks:

1. Preparation of a “Submission by Topic Book”: of Jordan’s submissions to the WTO from all submissions, arranged by topic;
2. Preparation of “Step-by-Step Summary”: of Jordan’s submissions, a summary of each topic;
3. Preparation of a Status Report of Jordan’s application for Membership: identifying the remaining issues that Members have raised;
4. Review of the WTO provided Factual Summary for accuracy and bias;
5. Extensive reading; and
6. Receipt of training.

ANNEX FOUR

WTO UNIT STAFF QUESTIONNAIRE

Name _____

I. TOPICS OF INTEREST

In which topics are you particularly interested? Please order them in terms of priority interest, using all numbers from 1 to 12.

Topic: _____ Order of Interest

- | | | |
|-------|--|-------|
| I. | Intellectual property rights regime | _____ |
| II. | Services | _____ |
| III. | Customs, tariffs, and import regulations | _____ |
| IV. | Internal policies affecting trade | _____ |
| V. | Export regulations | _____ |
| VI. | Agriculture, environment, sanitary, phytosanitary and textiles | _____ |
| VII. | Trade policy framework and institutional arrangements | _____ |
| VIII. | General economic policy and domestic economic conditions | _____ |
| IX. | Consideration of developing countries | _____ |
| X. | GATT general principles, practices and administrative aspects | _____ |
| XI. | Disputes and policy review | _____ |
| XII. | Plurilateral agreements | _____ |

AMIR
Progra
m

II. PROGRAMS OF INTEREST

On what programs are you particularly interested in working?

Topic: _____ Order of Interest _____

- | | | |
|------|--|-------|
| I. | Service Task Force | _____ |
| II. | Public awareness program | _____ |
| III. | WTO library | _____ |
| IV. | WTO news (e.g., reports, press releases, subject negotiations) | _____ |
| V. | Team Building committee | _____ |
| VI. | Notification Requirements | _____ |
| VII. | Public Communications | _____ |

III. GEOGRAPHIC INTEREST

What regions of the world or specific countries do you have an interest?

IV. INDUSTRY GROUPS

What specific industry groups do you have interest? Please number in order of priority.

- | | | |
|----|---|-------|
| 1. | Leather products | _____ |
| 2. | Pharmaceutical/therapeutic products | _____ |
| 3. | Plastic and rubber products | _____ |
| 4. | Chemical industries | _____ |
| 5. | Cosmetics and perfumes | _____ |
| 6. | Engineering industries (electrical and metal) | _____ |
| 7. | Furniture (wood and metal), kitchen cabinets, doors | _____ |
| 8. | Construction industries | _____ |

AMIR
Progra
m

9. Printing, paper and stationery _____
10. Food and supply industries _____
11. Spinning and clothing industries _____
12. Packing and packaging _____
13. Agricultural industries _____
14. Mining _____

V. SERVICE SUBSECTORS

What specific industry groups do you have interest? Please number in order of priority.

1. Business services _____
2. Communication services _____
3. Construction and related engineering services _____
4. Distribution services _____
5. Educational services _____
6. Environmental services _____
7. Financial services _____
8. Health-related and social services _____
9. Tourism and travel-related services _____
10. Recreations, cultural and sporting services _____
11. Transport services _____
12. Other services _____

VI. OTHER AREAS OF INTEREST

Do you have any particular interest in other areas, topics, tasks, etc.?

ANNEX FIVE

WTO TRAINING PROGRAM FOR MIT/WTO OFFICE STAFF – 40 MODULES

PART ONE: INTRODUCTION TO WTO

1. WTO: Overview, history, organization and functions
2. WTO principles and case for free trade
3. Uruguay Round and Beyond

PART TWO: GOODS: MARKET ACCESS

4. GATT 1994
5. Agriculture
6. Textiles and clothing
7. Tariff and quotas
8. Tariff negotiations and schedules

PART THREE: GOODS: RULES ON NON TARIFF MEASURES

9. Technical barriers to trade
10. Sanitary and phytosanitary measures
11. Customs and trade administration:
 - a. Customs valuation and rules of origin

12. Customs and trade administration:
 - b. Pre-shipment inspection, import licensing and custom unions
13. Trade related investment measures
14. State trading enterprises
15. Balance-of-payments provisions

PART FOUR: GOODS: RULES ON TRADE REMEDIES

16. Introduction to remedies and anti-dumping
17. Subsidies and countervailing measures
18. Safeguards

PART FIVE: SERVICES

19. GATS: Main provisions (part 1)
20. GATS: Main provisions (part 2)
21. GATS: Schedules
22. GATS: Communications and finances

PART SIX: TRIPS: INTELLECTUAL PROPERTY RIGHTS

23. TRIPS: Main provisions
24. TRIPS: Patents
25. TRIPS: Copyrights
26. TRIPS: Trademarks and other topics

PART SEVEN: TRANSPARENCY AND THE RULE OF LAW

- 27. Trade policy review
- 28. Dispute settlement mechanism
- 29. Accessions: in general

PART EIGHT: OTHER TOPICS

- 30. Government procurement
- 31. Other plurilaterals
- 32. WTO and developing countries
- 33. Transition periods
- 34. WTO's Website and documentation

PART NINE: WHAT NEXT FOR WTO?

- 35. Trade and environment
- 36. Regional trade agreements
- 37. E-commerce
- 38. Built-in agenda

PART TEN: JORDAN'S ACCESSION

- 39. Jordan's accession
- 40. Jordan's working party report

ANNEX SIX

STAFF TRAINING PLAN --

SESSION PLANS FOR 40 MODULES

ANNEX EIGHT

AN EXAMPLE OF A WTO ACCESSION OFFICE MISSION STATEMENT

A suggestion is that the WTO Accession Office develop a statement which includes one objective and supporting activities, such as:

The WTO Accession Unit's mission is to provide the leadership in negotiating with members of the World Trade Organization (WTO) terms of accession to the WTO and to supply the technical support, coordinating Government response and facilitating the Government's preparation to becoming a member. This objective involves the following areas of work:

1. The Office prepares the Government of Jordan's submissions to the WTO;
2. The Office communicates and coordinates the responses among Ministries for response to the WTO in responding to questions from WTO members;
3. The Office provides public awareness programs and training to encourage knowledge of and understanding of responsibilities and benefits of WTO membership. The training and public awareness programs are aimed at the Ministries, the business community and the public; and
4. The Office communicates and facilitates exchange of ideas and information with Parliament to facilitate Parliament ratification of WTO membership.

ANNEX SEVEN**SUGGESTED PROGRAM DESCRIPTIONS****I. Service Task Force**

The service task force can coordinate the input from the Ministries into the finalization of a services offer. Once a member of the WTO, the task force can be the enquire point for questions on services.

II. Public Awareness Committee

The public awareness committee can help design, coordinate, arrange participation for public awareness Ministries. The seminars can start with information sharing among Ministries about WTO benefits and responsibilities, with joint development of an information packet from the WTO office and the Ministry involved. From there, seminars can be provided to the business community to provide information and discuss ideas for implications for Jordan's business community.

III. WTO Library

A committee (of one or more) should have responsibility to keep track of the office's library: what books and reports are in the library, what books have been requested from donor organizations, and what other resources are wanted for the library. This person might also want to index the material for topics contained in the books and reports for easy access to information.

The library could also contain a "Contact List". This could be a list of individuals with whom the Unit regularly is in contact, with their phone and fax numbers. The list could be updated so staff within the unit can respond promptly to requests knowing who is the usual contact person.

IV. WTO News

Being informed about current WTO events can take many forms: reading the newsletter FORUM, following the press releases (obtainable on the WTO web site), and skimming the panel reports to become familiar with what issues are of current importance, and to follow the determination of how agreements are being interpreted by panels. The office may want to develop a Current News file containing summaries of panel reports, and press releases.

V. Team Building Committee

The Team Building event can take many forms. One suggested idea is to work on a statement to go to the Council on Ministers on the formal role of the WTO office. This would involve participation of the various Ministries, the formal designation of individuals to be part of the WTO accession working team, and holding of a workshop. The committee would help write the invitations, work with the facilitator on the design of the workshop and the use of the results.

VI. Notification Requirements

WTO has numerous notification requirements in various agreements. It is suggested that the unit submit an application to WTO for attendance of the Notification workshop, or at least obtain the materials from this seminar. Failing those two options, a list can be compiled. This person or committee would facilitate the submission of notifications to WTO. When changes occur requiring notification, the Unit could contact the Ministry involved for information sufficient to submit notice.

VII. Public Communications

The unit can be developed as the Government information office on WTO. Any public inquires, be them from students, organizations, or individuals could be directed to this individual. Packets

of information on various topics could be developed to provide various forms of information.

ANNEX

ONE

**WTO TOPICS FOR DIVISION OF RESPONSIBILITIES
AMONG WTO UNIT STAFF**

1. MAIN TOPICS:

- I. Intellectual property rights regime
- II. Services
- III. Customs, tariffs and import regulations
- IV. Internal policies affecting trade
- V. Export regulations
- VI. Agriculture, environment, sanitary, phytosanitary and textiles
- VII. Trade policy framework and institutional arrangements
- VIII. General economic policy and domestic economic conditions
- IX. Consideration of developing countries
- X. GATT WTO general principles, practices and administrative aspects

AMIR
Progra
m

XI. Disputes and policy review

XII. Plurilateral agreements

L. **MAIN TOPICS AND SUBCATEGORIES:**

I. **Intellectual property rights regime**

1. General:

- a) intellectual property policy;
- b) responsible agencies for policy formulation and implementation;
- c) membership of international intellectual property conventions and of regional or bilateral agreements;
- d) application of national and m.f.n. treatment to foreign nationals;
- e) fees and taxes.

2. Substantive standards of protection, including producers for the acquisition and maintenance of intellectual property rights:

- a. copyright and related rights, including rights of performers, producers of phonograms and broadcasting organizations;
- b. trademarks, including service marks;
- c. geographical indications, including appellations of origin;
- d. industrial designs;
- e. patents;
- f. plant variety protection;
- g. layout designs of integrated circuits;
- h. requirements on undisclosed information, including trade secrets and test data;
- i. any other categories of intellectual property.

C. Measures to control abuse of intellectual property rights.

C. Enforcement:

- A. civil judicial procedures and remedies;
- B. provisional measures;
- C. any administrative procedures and remedies;
- D. any special border measures;
- E. criminal procedures.

C. Laws, decrees, regulations and other legal acts relating to the above.

C. Statistical data on applications for and grants of intellectual property rights,

as well as any statistical data on their enforcement.

II. Services:

1. General:

General description of the overall market and regulatory structures of the most prominent services sectors (e.g., financial services, telecommunications, professional services, construction, tourism, transportation).

2. Policies affecting trade in services:

General reference to main laws, regulations, rules, procedure, decisions, administrative action and other legal instruments and description of specific measures affecting trade in services. Distinctions based on modes of supply and/or sectors could be made whenever relevant.

- a) government departments, agencies, professional associations or other bodies with authority or a role relevant to the conduct of service activities;
- b) judicial, arbitral or administrative tribunals or procedures providing for the review of, or remedies in relation to, administrative decisions affecting trade in services;
- c) provisions, including those in international agreements, concerning qualification requirements and procedures, technical standards and licensing and/or registration requirements for the supply of services;
- d) provisions governing the existence and operation of monopolies or exclusive service suppliers;
- e) provisions relating to safeguard measures as they apply to trade in services;
- f) provisions relating to international transfers and payments for current transactions of services;
- g) provisions relating to capital transactions affecting the supply of services;
- h) provisions governing the procurement by governmental agencies of services;
- i) provisions concerning any form of aid, grant, domestic subsidy, tax incentive or promotion scheme affecting trade in services.

3. Market access and national treatment:

Limitations or conditions applied to market access and national treatment either applied on horizontal or sector basis.

3. Most favored nation treatment:

Measures inconsistent with m.f.n.

III. **Customs, tariffs and import regulations**

2. Schedules of concessions, nullification, withholding, modification;
3. Tariff negotiations;
4. Emergency action on imports;
5. Other import regulations:

- a) registration requirements for engaging in importing;
 - a) characteristics of national tariff, customs tariff nomenclature (HS), types of duties, general description of the customs tariff structure, weighted average level of duties on main customs tariff groupings, application of m.f.n. tariff rates, tariff preferences;
 - b) tariff quotas, tariff exemptions;
 - c) other duties and charges, specifying any charges for services rendered;
 - d) quantitative import restrictions, including prohibitions, quotas and licensing systems;
 - e) import licensing procedures **1]**;
 - f) other border measures, e.g. any other schemes that have border effects similar to those of the measures listed under (e) above;
 - g) customs valuation (WTO Customs Valuation Agreement), **2]** the Brussels Definition of Value, or any other system) whether used only for purposes of levying ad valorem rates of duty or for other purposes;
 - h) other customs formalities;
 - i) pre-shipment inspection;
 - j) application of internal taxes on imports;
 - k) rules of origin;
 - l) anti-dumping regime;
 - m) countervailing duty regime;
 - n) safeguard regime.

IV. **Internal policies affecting trade**

- 2. industrial policy, including subsidy policies;
- 3. technical regulations and standards, including measures taken at the border with respect to imports **3]**;
 - 2. trade-related investment measures;
 - 3. state-trading practices **4]**;
 - 4. free zones, free economic zones;
 - 5. custom unions;
 - 6. trade-related environmental policies;
 - 7. mixing regulations;
 - 8. government-mandated counter-trade and barter;
 - 9. trade agreements leading to country-specific quotas allocation;
 - 10. government procurement practices, including general legal regime and procedures for tendering, dealing with tenders and award of contracts;
 - 11. regulation of trade in transit.

- 1] Please see WT/ACC/1 , Annex 3 for more subcategories of information.
- 2] Please see WT/ACC/1 , Annex 4 for more subcategories of information.
- 3] Please see WT/ACC/1 , Annex 5 for more subcategories. Sanitary and phytosanitary measures are in another topic category.
- 4] Please see WT/ACC/1 , Annex 6 for more subcategories.

V. **Export regulations**

2. registration requirements for engaging in exporting;
3. customs tariff nomenclature, types of duties, duty rates, weighted averages of rates;
4. quantitative export restrictions, including prohibitions, quotas and licensing system,
5. export licensing procedures;
6. other measures, e.g. minimum export prices, voluntary export restrictions, orderly marketing arrangements;
7. export financing, subsidy and promotion policies;
8. export performance requirements;
9. import duty drawback schemes.

VI. **Agriculture, environment, sanitary, phosanitary and textiles**

1. Policies affecting foreign trade in agricultural products:
 - b) imports - i.e. comprehensive description of the types of border protection maintained: customs duties and/or any other border measures;
 - c) exports - i.e. description of, and the budgetary expenditure and any revenue foregone involved in each of the export subsidy measures in place;
 - d) export prohibitions and restrictions;
 - e) export credits, export credit guarantees or insurance programmes;
 - f) internal policies - i.e. description of, and the budgetary expenditure and any revenue foregone involved in each of the domestic support measures in place.
2. Sanitary and phytosanitary;
2. Policies affecting foreign trade in textile;
4. Background document for Jordan's agriculture offer;
5. Jordan's agriculture offer.

VII. **Trade policy framework and institutional arrangements**

1. Framework for making and enforcing policies affecting foreign trade in goods and trade in services:
 - a) powers of executive, legislative and judicial branches of government;
 - b) government entities responsible for making and

- c) implementing policies affecting foreign trade;
division of authority between central and sub-central governments;
- d) any legislative programmes or plans to change the regulatory regime;
- e) description of judicial, arbitral or administrative tribunals or procedures, if any;

2. Institutional base for trade and economic relations with third countries:
 - a) bilateral or plurilateral agreements relating to foreign trade in goods and trade in services;
 - b) economic integration, customs union and free-trade area agreements;.
 - c) labour markets integration agreements;.
 - d) multilateral economic cooperation, membership in the multilateral economic organizations, trade-related programmes of other multilateral organizations;
 - e) policy on foreign direct investment.

VIII. **Domestic economic conditions and general economic policy**

1. Economic policies:
 - b) main directions of the ongoing economic policies, tactical and strategical goals of the economic policies, pricing policy, economic development plans, privatization plans, sectoral priorities, regional development plans, etc.;
 - c) monetary and fiscal policies;
 - b) foreign exchange and payments system, relations with International Monetary Fund, application of foreign exchange controls if any;
 - c) foreign and domestic investment policies;
 - d) competition policies.
 - e) balance of payment issue;
2. Economy:
 - a) general description (territory, population, economic specialization, main economic indicators);
 - b) current economic situation.
1. Foreign trade in goods and services: volume and value of trade, exports and imports, foreign trade balance, structure of trade, trade by geographic areas and dynamics of trade, accompanying statistical data and information on publications 5];
1. Data on domestic trade in services including value and composition of foreign direct investment;
1. Information on financial movements related to nationals working abroad, remittances, etc.;

1. Information on growth in trade in goods and services over recent years and forecasts for years to come.

IX. **Consideration of developing countries**

2. Transitions for developing countries;
3. Provisions within agreements and articles referring to developing countries.

5] Please see WT/ACC/1 , Annex 1 for more details.

X. GATT general principles, practices and WTO administrative aspects

1. MFN treatment;
2. Consultation;
3. Exceptions to non-discrimination, general and security exceptions;
4. Joint action, acceptance, amendments, withdrawals, accession, annexes;
5. Non-application, the Havana Charter, other WTO organizational aspects.

XI. Disputes and policy review

2. Settlement of disputes;
3. Trade policy review mechanism.

XII. Plurilateral agreements

2. Agreement on trade in civil aircraft;
3. Agreement on government procurement;
4. International dairy agreement;
5. International bovine meat agreement.

DRAFT

ANNEX TWO**WTO LEGAL TEXT, GROUPED BY LEGAL TEXT****PART A****MARRAKESH AGREEMENT ESTABLISHING THE WTO: 16 ARTICLES**

	Legal Source	Module No.	Topic Category
Article I	Establishment of the Organization	1	X
Article II	Scope of the WTO	1	X
Article III	Functions of the WTO	1	X
I Article V	Structure of the WTO	1	X
Article V	Relations with Other Organizations	1	X
Article VI	The Secretariat	1	X
Article VII	Budget and Contributions	1	X
Article VIII	Status of the WTO	1	X
Article IX	Decision-Making	1	X
Article X	Amendments	1	X
Article XI	Original Membership	1	X
Article XII	Accession	29	X
Article XIII	Non-Application of Multilateral Trade Agreements between Particular Members	1	X
Article XIV	Acceptance, Entry into Force and Deposit	1	X
Article XV	Withdrawal	1	X
Article XVI	Miscellaneous Provisions	1	X

Annex Two (Continued)

PART A (Continued)**MARRAKESH AGREEMENT ESTABLISHING THE WTO: “GATT 1994”**

Legal Source	Module No.	Topic Category
Annex 1		
Annex 1A : Multilateral Agreements on Trade in Goods		
General Agreement on Tariffs and Trade 1994		
Understanding on the Interpretation of Article II:1(b) of the GATT 1994	8	III
Understanding on the Interpretation of Article XVII of the GATT 1994	14	IV
Understanding on Balance-of-Payments Provisions of the GATT 1994	15	VIII
Understanding on the Interpretation of Article XXIV of the GATT 1994	12	IV
Understanding in Respect of Waivers of Obligations under the GATT 1994	8	III
Understanding on the Interpretation of Article XXVIII of the GATT 1994	8	III
Marrakesh Protocol to the GATT 1994	8	III
Agreement on Agriculture	5	VI
Agreement on the Application of Sanitary and Phytosanitary Measures	10	VI
Agreement on Textiles and Clothing	6	VI
Agreement on Technical Barriers to Trade	9	IV
Agreement on Trade-Related Investment Measures	13	VII
Agreement on Implementation of Article VI of the GATT 1994	16-17	III
Agreement on Implementation of Article VII of the GATT 1994	11	III
Agreement on Preshipment Inspection	12	III
Agreement on Rules of Origin	11	III
Agreement on Import Licensing Procedures	12	III
Agreement on Subsidies and Countervailing Measures	17	IV (or III)
Agreement on Safeguards	18	III

Annex Two (Continued)

PART B**MARRAKESH AGREEMENT ESTABLISHING THE WTO: OTHER ANNEXES**

Legal Source	Module No.	Topic Category
Annex 1B : General Agreement on Trade in Services	19-22	II
Annex 1C : Agreement on Trade-Related Aspects of Intellectual Property Rights	23-26	I
Annex 2: Understanding on Rules and Procedures Governing the Settlement of Disputes	28	XI
Annex 3: Trade Policy Review Mechanism	27	XI
Annex 4: Plurilateral Trade Agreements		
Agreement on Trade in Civil Aircraft	31	XII
Agreement on Government Procurement	30	XII
International Dairy Agreement	31	XII
International Bovine Meat Agreement	31	XII

PART C**MINISTERIAL DECISIONS AND DECLARATIONS**

Legal Source	Module No.	Topic Category
Ministerial Decisions and Declarations adopted by the Trade Negotiations Committee on 15 December 1993		
Decision on Measures in Favour of Least-Developed Countries	32	IX
Declaration on the Contribution of the World Trade Organization to Achieving Greater Coherence in Global Economic Policymaking	1	VIII
Decision on Notification Procedures	1	X
Declaration on the Relationship of the World Trade Organization with the International Monetary Fund	1	X
Decision on Measures Concerning the Possible Negative Effects of the Reform Programme on Least-Developed and Net Food-Importing Developing Countries	32	IX

Decision on Notification of First Integration under Article 2.6 of the Agreement on Textiles and Clothing	6	VI
---	---	----

Annex Two (Continued)

PART C (Continued)**MINISTERIAL DECISIONS AND DECLARATIONS**

Legal Source	Module No.	Topic Category
Decisions Relating to the Agreement on Technical Barriers to Trade:	9	IV
Decision on Proposed Understanding on WTO-ISO Standards Information System	9	IV
Decision on Review of the ISO/IEC Information Centre Publication	9	IV
Decisions and Declarations Relating to the Agreement on Implementation of Article VI of the GATT 1994:		III
Decision on Anti-Circumvention	16	III
Decision on Review of Article 17.6 of the Agreement on Implementation of Article VI of the GATT 1994	16-17	III
Declaration on Dispute Settlement Pursuant to the Agreement on Implementation of Article VI of the GATT 1994 or Part V of the Agreement on Subsidies and Countervailing Measures	16-17	III (or IV)
Decisions Relating to the Agreement on Implementation of Article VII of the GATT 1994:		III
Decision Regarding Cases where Customs Administrations Have Reasons to Doubt the Truth or Accuracy of the Declared Value	11	III
Decision on Texts Relating to Minimum Values and Imports by Sole Agents, Sole Distributors and Sole Concessionaires	11	III
Decisions Relating to the General Agreement on Trade in Services:		II
Decision on Institutional Arrangements for the General Agreement on Trade in Services	19-22	II
Decision on Certain Dispute Settlement Procedures for the General Agreement on Trade in Services	19-22	II
Decision on Trade in Services and the Environment	35	II
Decision on Negotiations on Movement of Natural Persons	19-22	II
Decision on Financial Services	22	II
Decision on Negotiations on Maritime Transport Services	22	II
Decision on Negotiations on Basic Telecommunications	22	II

Decision on Professional Services	22	II
-----------------------------------	----	----

Annex Two (Continued)

PART C (Continued)**MINISTERIAL DECISIONS AND DECLARATIONS**

Legal Source	Module No.	Topic Category
Decision on Accession to the Agreement on Government Procurement	30	XII
Decision on the Application and Review of the Understanding on Rules and Procedures Governing the Settlement of Disputes	28	XI
Ministerial Decisions adopted by Ministers at the Meeting of the Trade Negotiations Committee in Marrakesh on 14 April 1994		
Decision on Acceptance of and Accession to the Agreement Establishing the World Trade Organization	1	X
Decision on Trade and Environment	35	VI
Decision on Organizational and Financial Consequences flowing from Implementation of the Agreement Establishing the World Trade Organization	1	X
Decision on the Establishment of the Preparatory Committee for the World Trade Organization	1	X
UNDERSTANDING ON COMMITMENTS IN FINANCIAL SERVICES	22	II

PART D**“GATT 1947”**

	Legal Source	Module No.	Topic Category
PART I			
Article I	General Most-Favoured-Nation Treatment	2	X
Article II	Schedules of Concessions	8	III
PART II			
Article III	National Treatment on Internal Taxation and Regulation	2	IV

Article IV	Special Provisions relating to Cinematograph Films	22	II
Article V	Freedom of Transit	22	II

Annex Two (Continued)

PART D (Continued)**“GATT 1947”**

	Legal Source	Module No.	Topic Category
Article VI	Anti-dumping and Countervailing Duties	16-17	III
Article VII	Valuation for Customs Purposes	11	III
Article VIII	Fees and Formalities connected with Importation and Exportation	7	III
Article IX	Marks of Origin	11	III
Article X	Publication and Administration of Trade Regulations	11	III
Article XI	General Elimination of Quantitative Restrictions	11	III
Article XII	Restrictions to Safeguard the Balance of Payments	15	VIII
Article XIII	Non-discriminatory Administration of Quantitative Restrictions	7	III
Article XIV	Exceptions to the Rule of Non-discrimination	2	X
Article XV	Exchange Arrangements	15	VIII
Article XVI	Subsidies	17	IV (or VIII)
Article XVII	State Trading Enterprises	14	IV
Article XVIII	Governmental Assistance to Economic Development	17	VIII (or IV)
Article XIX	Emergency Action on Imports of Particular Products	18	III
Article XX	General Exceptions	1	X
Article XXI	Security Exceptions	1	X
Article XXII	Consultation	1	X
Article XXIII	Nullification or Impairment	8	III
PART III			
Article XXIV	Territorial Application - Frontier Traffic - Customs Unions and Free-trade Areas	12	IV

Article XXV	Joint Action by the Contracting Parties	1	X
Article XXVI	Acceptance, Entry into Force and Registration	1	X
Article XXVII	Withholding or Withdrawal of Concessions	8	III

Annex Two (Continued)

PART D (Continued)**“GATT 1947”**

	Legal Source	Module No.	Topic Category
Article XXVII	Modification of Schedules	8	III
Article XXVIII bis	Tariff Negotiations	8	III
Article XXIX	The Relation of this Agreement to the Havana Charter	1	X
Article XXX	Amendments	1	X
Article XXXI	Withdrawal	1	X
Article XXXII	Contracting Parties	1	X
Article XXXIII	Accession	29	X
Article XXXIV	Annexes	1	X
Article XXXV	Non-application of the Agreement between Particular Contracting Parties	1	X
PART IV	TRADE AND DEVELOPMENT		
Article XXXVI	Principles and Objectives	32	IX
Article XXXVII	Commitments	32	IX
Article XXXVIII	Joint Action	32	IX
Note: Most GATT 1947 articles have supplementary provision in a related article (i.e., “ad article”) in Annex I of the agreement.			

DRAFT

ANNEX THREE**WTO LEGAL TEXT, GROUPED BY TOPIC**

Authoritative sources of information on the twelve topics identified in the report are grouped according to GATT/WTO source:

Article A. "GATT 1994"

Article B. Other WTO Agreements of the Final Act, not "GATT 1994"
(i.e., Annexes 1B, 1C, 2, 3 and 4)

Article C. Ministerial Decisions and Declarations and Understanding of Commitments in Financial Services

Article D. "GATT 1947"

Note: Unless otherwise specified e.g. Article IV (94), the article refers to "GATT 1947".

TOPIC I. INTELLECTUAL PROPERTY RIGHTS REGIME**PART A:** --**PART B:**

Annex 1C Agreement on Trade-Related Aspects of Intellectual Property Rights

PART C: --**PART D:** --**TOPIC II. SERVICES****PART A:** --**PART B:**

Annex 1B General Agreement on Trade in Services

PART C:

Decisions Relating to the General Agreement on Trade in Services:

Decision on Institutional Arrangement for the General Agreement on Trade in Services

Decision on Certain Dispute Settlement Procedures for the General Agreement on

Trade in Services

Decision on Trade in Services and Environment

Decision on Negotiations on Movement of Natural Persons

Decision on Financial Services

Decision on Negotiations on Maritime Transport Services

Decision on Negotiations on Basic Telecommunications

Decision on Professional Services

Understanding on Commitments in Financial Services

PART D:

Article V Freedom of Transit

TOPIC III. CUSTOMS, TARIFFS AND IMPORT REGULATIONS

PART A:

Understanding on the Interpretation of Article II:(b) of the GATT 1994
Understanding in Respect of Waivers of Obligations under the GATT 1994
Understanding on the Interpretation of Article XXVIII of the GATT 1994
Marrakesh Protocol to the GATT 1994
Agreement on Implementation of Article VI of the GATT 1994
Agreement on Implementation of Article VII of the GATT 1994
Agreement on Preshipment Inspection
Agreement on Rules of Origin
Agreement on Import Licensing Procedures
Agreement on Safeguards

PART B: --

PART C:

Decisions and Declaration Relating to the Agreement on Implementation
of Article VI of the GATT 1994:
Decision on Anti-Circumvention
Decision on Review of Article 17.6 of the Agreement on Implementation
of Article VI of the GATT 1994
Declaration on Dispute Settlement Pursuant to the Agreement on Implementation of
Article VI of the GATT 1994 or Part V of the Agreement on Subsidies
Decisions Relating to the Agreement on Implementation of Article VII of the GATT 1994:
Decision Regarding Cases where Customs Administrations Have Reasons to
Doubt the Truth or Accuracy of the Declared Value
Decision on Texts Relating to Minimum Values and Imports by Sole Agents,
Sole Distributors and Sole Concessionaires

PART D:

Article II	Schedules of Concessions
Article VI	Anti-dumping and Countervailing Duties
Article VII	Valuation for Customs Purposes
Article VIII	Fees and Formalities connected with Importation and Exportation
Article IX	Marks of Origin
Article X	Publication and Administration of Trade Regulations
Article XI	General Elimination of Quantitative Restrictions

Article XIII Non-discriminatory Administration of Quantitative Restrictions
Article XIX Emergency Action on Imports of Particular Products
Article XXIII Nullification or Impairment
Annex Three (Continued)

Article XXVII Withholding or Withdrawal of Concessions
Article XXVIII Modification of Schedules
Article XXVIII bis Tariff Negotiations

TOPIC IV. INTERNAL POLICIES AFFECTING TRADE

PART A:

Understanding on the Interpretation of Article XVII of the GATT 1994
Understanding on the Interpretation of Article XXIV of the GATT 1994
Agreement on Technical Barriers to Trade
Agreement on Subsidies and Countervailing Measures

PART B: --

PART C:

Decisions Relating to the Agreement on Technical Barriers to Trade:
Decision on Proposed Understanding on WTO-ISO Standards Information System
Decision on Review of the ISO/IEC Information Centre Publication

PART D:

Article III National Treatment on Internal Taxation and Regulation
Article IV Special Provisions relating to Cinematography Films
Article XVI Subsidies
Article XVII State Trading Enterprises
Article XXIV Territorial Application - Frontier Traffic - Customs
Unions and Free-trade Areas

TOPIC V. EXPORT REGULATIONS

PART A: --

PART B: --

PART C: --

PART D: --

TOPIC VI. AGRICULTURE, ENVIRONMENT, SANITARY, PHYTOSANITARY AND

TEXTILES

PART A: --

Agreement on Agriculture

Agreement on the Application of Sanitary and Phytosanitary Measures

Agreement on Textiles and Clothing

Annex Three (Continued)

PART B: --

PART C:

Decision on Notification of First Integration under Article 2.6 of the

Agreement on Textiles and Clothing

Decision on Trade and Environment

PART D:--

TOPIC VII. TRADE POLICY FRAMEWORK AND INSTITUTIONAL ARRANGEMENTS

PART A:

Agreement on Trade-Related Investment Measures

PART B: --

PART C: --

PART D: --

TOPIC VIII. GENERAL ECONOMIC POLICY AND DOMESTIC ECONOMIC CONDITIONS

PART A:

Understanding on Balance-of-Payments Provisions of the GATT 1994

PART B: --

PART C:

Declaration on the Contribution of the World Trade Organization to
Achieving Greater Coherence in Global Economic Policymaking

PART D:

Article XV _____ Exchange Arrangements

Article XII _____ Restrictions to Safeguard the Balance of Payments

Article XVIII___Governmental Assistance to Economic Development

TOPIC IX. CONSIDERATION OF DEVELOPING COUNTRIES

PART A: --

PART B: --

PART C:

Decision on Measures in Favour of Least-Developed Countries

Decision on Measures Concerning the Possible Negative Effects of the Reform

Programme on Least-Developed and Net Food-Importing Developing Countries

PART D:

Article XXXVI	Principles and Objectives
Article XXXVI	Commitments
Article XXXVIII	Joint Action

TOPIC X. GATT/WTO GENERAL PRINCIPLES, PRACTICES AND ADMINISTRATIVE ASPECTS

PART A:

Article I (94)	Establishment of the Organization
Article II (94)	Scope of the WTO
Article III (94)	Functions of the WTO
Article IV (94)	Structure of the WTO
Article V (94)	Relations with Other Organizations
Article VI (94)	The Secretariat
Article VII (94)	Budget and Contributions
Article VIII (94)	Status of the WTO
Article IX (94)	Decision-Making
Article X (94)	Amendments
Article XI (94)	Original Membership
Article XII (94)	Accession
Article XIII (94)	Non-Application of Multilateral Trade Agreements between Particular Members
Article XIV (94)	Acceptance, Entry into Force and Deposit
Article XV (94)	Withdrawal
Article XVI (94)	Miscellaneous Provisions

PART B: --

PART C:

Decision on Notification Procedures
Declaration on the Relationship of the World Trade Organization with the International Monetary Fund
Decision on Acceptance of and Accession to the Agreement Establishing the World Trade Organization
Decision on Organizational and Financial Consequences flowing from Implementation of the Agreement Establishing the World Trade Organization
Decision on the Establishment of the Preparatory Committee for the World Trade Organization

PART D:

Article I	General Most-Favoured-Nation Treatment
Article XIV	Exceptions to the Rule of Non-discrimination

Article XX	General Exceptions
Article XXI	Security Exceptions
Article XXII	Consultation
Article XXV	Joint Action by the Contracting Parties
Article XXVI	Acceptance, Entry into Force and Registration
Article XXIX	The Relation of this Agreement to the Havana Charter
Article XXX	Amendments
Article XXXI	Withdrawal

Article XXXII Contracting Parties
Article XXXIII Accession
Article XXXIV Annexes
Article XXXV Non-application of the Agreement between Particular Contracting Parties

TOPIC XI. DISPUTES AND POLICY REVIEW

PART A: --

PART B:

Annex 2 Understanding on Rules and Procedure Governing the Settlement of Disputes
Annex 3 Trade Policy Review Mechanism

PART C:

Decision on the Application and Review of the Understanding on Rules and Procedures
Governing the Settlement of Disputes

PART D: --

TOPIC XII. PLURILATERAL AGREEMENTS

PART A: --

PART B:

Agreement on Trade in Civil Aircraft
Agreement on Government Procurement
International Dairy Agreement
International Bovine Meat Agreement

PART C:

Decision on Accession to the Agreement on Government Procurement

PART D: --

ANNEX FOUR**WTO UNIT STAFF QUESTIONNAIRE**

Name_____

I. TOPICS OF INTEREST

In which topics are you particularly interested? Please order them in terms of priority interest, using all numbers from 1 to 12.

<u>Topic:</u>		<u>Order of Interest</u>
XII.	Intellectual property rights regime	_____
XIII.	Services	_____
XIV.	Customs, tariffs, and import regulations	_____
XV.	Internal policies affecting trade	_____
XVI.	Export regulations	_____
XVII.	Agriculture, environment, sanitary, phytosanitary and textiles	_____
XVIII.	Trade policy framework and institutional arrangements	_____
XIX.	General economic policy and domestic economic conditions	_____
XX.	Consideration of developing countries	_____
XXI.	GATT general principles, practices and administrative aspects	_____
XXII.	Disputes and policy review	_____
XXIII.	Plurilateral agreements	_____

II. PROGRAMS OF INTEREST

On what programs are you particularly interested in working?

<u>Topic:</u>		<u>Order of Interest</u>
I.	Service Task Force	_____
II.	Public awareness – and link with other ministries	_____
III.	Public awareness – and link with the business community	_____
IV.	Public awareness – and communication with Parliament	_____
V.	WTO library	_____
VI.	WTO news (e.g., reports, press releases, subject negotiations)	_____
VII.	Team Building committee	_____
VIII.	Notification Requirements	_____
IX.	Parliament Communications (draft/reply via Mrs. El-Ghul)	_____

III. GEOGRAPHIC INTEREST

What regions of the world or specific countries do you have an interest?

_____	_____
_____	_____

IV. INDUSTRY GROUPS

What specific industry groups do you have interest? Please number in order of priority.

- | | |
|--|-------|
| 1. Leather products | _____ |
| 2. Pharmaceutical/therapeutic products | _____ |
| 3. Plastic and rubber products | _____ |
| 4. Chemical industries | _____ |
| 5. Cosmetics and perfumes | _____ |
| 6. Engineering industries (electrical and metal) | _____ |
| 7. Furniture (wood and metal), kitchen cabinets, doors | _____ |
| 8. Construction industries | _____ |
| 9. Printing, paper and stationery | _____ |
| 10. Food and supply industries | _____ |
| 11. Spinning and clothing industries | _____ |
| 12. Packing and packaging | _____ |
| 13. Agricultural industries | _____ |
| 14. Mining | _____ |

V. SERVICE SUBSECTORS

What specific industry groups do you have interest? Please number in order of priority.

- | | |
|--|-------|
| 1. Business services | _____ |
| 2. Communication services | _____ |
| 3. Construction and related engineering services | _____ |
| 4. Distribution services | _____ |
| 5. Educational services | _____ |
| 6. Environmental services | _____ |
| 7. Financial services | _____ |
| 8. Health-related and social services | _____ |
| 9. Tourism and travel-related services | _____ |
| 10. Recreations, cultural and sporting services | _____ |
| 11. Transport services | _____ |
| 12. Other services | _____ |

VII. OTHER AREAS OF INTEREST

Do you have any particular interest in other areas, topics, tasks, etc.?

ANNEX FIVE

WTO TRAINING PROGRAM FOR MIT/WTO OFFICE STAFF – 40 MODULES

PART ONE: INTRODUCTION TO WTO

1. WTO: Overview, history, organization and functions
2. WTO principles and case for free trade
3. Uruguay Round and Beyond

PART TWO: GOODS: MARKET ACCESS

4. GATT 1994
5. Agriculture
6. Textiles and clothing
7. Tariff and quotas
8. Tariff negotiations and schedules

PART THREE: GOODS: RULES ON NON TARIFF MEASURES

9. Technical barriers to trade
10. Sanitary and phytosanitary measures
11. Customs and trade administration:
 - a. Customs valuation and rules of origin
12. Customs and trade administration:
 - b. Pre-shipment inspection, import licensing and custom unions
13. Trade related investment measures
14. State trading enterprises
15. Balance-of-payments provisions

PART FOUR: GOODS: RULES ON TRADE REMEDIES

16. Introduction to remedies and anti-dumping
17. Subsidies and countervailing measures
18. Safeguards

PART FIVE: SERVICES

- 19. GATS: Main provisions (part 1)
- 20. GATS: Main provisions (part 2)
- 21. GATS: Schedules
- 22. GATS: Communications and finances

PART SIX: TRIPS: INTELLECTUAL PROPERTY RIGHTS

- 23. TRIPS: Main provisions
- 24. TRIPS: Patents
- 25. TRIPS: Copyrights
- 26. TRIPS: Trademarks and other topics

PART SEVEN: TRANSPARENCY AND THE RULE OF LAW

- 27. Trade policy review
- 28. Dispute settlement mechanism
- 29. Accessions: in general

PART EIGHT: OTHER TOPICS

- 30. Government procurement
- 31. Other plurilaterals
- 32. WTO and developing countries
- 33. Transition periods
- 34. WTO's Website and documentation

PART NINE: WHAT NEXT FOR WTO?

- 35. Trade and environment
- 36. Regional trade agreements
- 37. E-commerce
- 38. Built-in agenda

PART TEN: JORDAN'S ACCESSION

- 39. Jordan's accession

40. Jordan's working party report

ANNEX SIX**STAFF TRAINING PLAN --****SESSION PLANS FOR 40 MODULES****Session Plan****WEEK I - DAY ONE***PART ONE: INTRODUCTION TO WTO*

Module no.	Session Topic	Method	Time	Trainer
1.	WTO: Overview, history, organization and functions	- introduction - Training Roles Cards - Ice breaker- Bring an object - Video, Transparencies	5min. 5min. 10min. 40min.	
BREAK - 10 min. -				
2.	WTO principles and case for free trade	- Presentation	60min.	

Session Plan**WEEK I - DAY TWO***PART ONE: INTRODUCTION TO WTO*

&

PART TWO: GOODS: MARKET ACCESS

Module no.	Session Topic	Method	Time	Trainer
3.	Uruguay Round	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				

4.	GATT 1994	- Energizer \ refocus - Presentation	5 min. 55 min.	
----	-----------	---	-------------------	--

Session Plan**WEEK I - DAY THREE***PART TWO: GOODS: MARKET ACCESS*

Module no.	Session Topic	Method	Time	Trainer
5.	Agriculture	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	* possible guest speaker
BREAK - 10 min. -				
6.	Textiles and clothing	- Energizer \ refocus - Presentation	5 min. 55 min.	

Session Plan**WEEK I - DAY FOUR***PART TWO: GOODS: MARKET ACCESS*

Module no.	Session Topic	Method	Time	Trainer
7.	Tariff and quotas	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	* possible guest speaker
BREAK - 10 min. -				

8.	Tariff negotiations and schedules	- Energizer \ refocus - Presentation	5 min. 55 min.	
----	-----------------------------------	---	-------------------	--

Session Plan**WEEK I - DAY FIVE*****PART THREE: GOODS: RULES ON NON TARIFF MEASURES***

&

PART SEVEN: TRANSPARENCY AND THE RULES OF LAW

Module no.	Session Topic	Method	Time	Trainer
9.	Uruguay Round	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				
28.	Dispute settlement mechanism	- Energizer \ refocus - Presentation	5 min. 55 min.	

Session Plan**WEEK II - DAY ONE*****PART THREE: GOODS: RULES ON NON TARIFF MEASURES***

Module no.	Session Topic	Method	Time	Trainer
10.	Sanitary and phytosanitary measures	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				

14.	- State trading enterprises	- Presentation	40 min.	
	- EXERCISE: Dispute settlement Part 1	-divide into 2 teams, panel and Disputee preparation	20 min.	

Session Plan**WEEK II - DAY TWO*****PART THREE: GOODS: RULES ON NON TARIFF MEASURES***

Module no.	Session Topic	Method	Time	Trainer
11.	Customs and trade administration: a. Customs valuation and rules of origin	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				
15.	- Balance-of-payments provisions - EXERCISE: Dispute settlement Part 2	- Presentation - divide into 2 teams, fact finding: discussion between 2 groups	40 min. 20 min.	

Session Plan**WEEK II - DAY THREE*****PART THREE: GOODS: RULES ON NON TARIFF MEASURES***

Module no.	Session Topic	Method	Time	Trainer
12.	Customs and trade administration: b. Pre-shipment inspection and import licensing	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				

13.	- Trade related investment measures	- Presentation	45 min.	
	- EXERCISE: Dispute settlement Part 3	- reporting of panel	15 min.	

Session Plan**WEEK II - DAY FOUR*****PART FOUR: GOODS: RULES ON TRADE REMEDIES***

Module no.	Session Topic	Method	Time	Trainer
16.	Anti-dumping	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				
17.	- Subsidies and countervailing measures - EXERCISE: Dispute settlement Part 4	- Presentation - response of disputee	45 min. 15 min.	

Session Plan**WEEK II - DAY FIVE*****PART FOUR: GOODS: RULES ON TRADE REMEDIES***

&

PART EIGHT: OTHER TOPICS

Module no.	Session Topic	Method	Time	Trainer
17.	- Subsidies and countervailing measures (continued)	- Spokes person (review the previous day) - Presentation	5 min. 20 min.	
18.	- Safeguards	- Presentation	40 min.	
BREAK - 10 min. -				

33.	Transition periods	- Energizer \ refocus - Presentation	5 min. 50min.	
-----	--------------------	---	------------------	--

Session Plan**WEEK III - DAY ONE*****PART FIVE: SERVICES***

Module no.	Session Topic	Method	Time	Trainer
19.	GATS : Main provisions (Part 1)	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				
20.	GATS : Main provisions (Part 2)	- Energizer \ refocus - Presentation	5 min. 50min.	

Session Plan**WEEK III - DAY TWO*****PART FIVE: SERVICES***

Module no.	Session Topic	Method	Time	Trainer
21.	GATS : The schedules	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				

22.	GATS : Finances & Communications	- Energizer \ refocus - Presentation	5 min. 50min.	
-----	----------------------------------	---	------------------	--

Session Plan**WEEK III - DAY THREE***PART SIX: TRIPS: INTELLECTUAL PROPERTY RIGHTS*

Module no.	Session Topic	Method	Time	Trainer
23.	TRIPS : Main provisions	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				
24.	TRIPS : Patents	- Energizer \ refocus - Presentation	5 min. 50min.	

Session Plan**WEEK III - DAY FOUR***PART SIX: TRIPS: INTELLECTUAL PROPERTY RIGHTS*

&

PART SEVEN: TRANSPARENCY AND THE RULES OF LAW

Module no.	Session Topic	Method	Time	Trainer
25.	TRIPS : Copyrights	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				

27.	- Trade policy review - EXERCISE: Trade policy review: Jordan Part 1	- Presentation Preparation	40min. 20 min.	
-----	---	-----------------------------------	-----------------------	--

Session Plan**WEEK III - DAY FIVE*****PART SEVEN: TRANSPARENCY AND THE RULES OF LAW***

Module no.	Session Topic	Method	Time	Trainer
29.	Accessions: in general	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				
	EXERCISE: Trade policy review: Jordan Part 2	- Group presentations	60min.	

Session Plan**WEEK IV - DAY ONE*****PART SIX: TRIPS: INTELLECTUAL PROPERTY RIGHTS***

&

PART NINE: WHAT NEXT ?

Module no.	Session Topic	Method	Time	Trainer
26.	TRIPS : Trademarks and other topics	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				

35.	- Trade and environment - EXERCISE: Negotiation skills Part 1	- Presentation - divide into 2 teams: WTO members and Jordan - review service offer (current status)	40min. 20 min.	
-----	--	--	-----------------------	--

Session Plan**WEEK IV - DAY TWO***PART EIGHT: OTHER TOPICS*

&

PART NINE: WHAT NEXT ?

Module no.	Session Topic	Method	Time	Trainer
30.	Government procurement	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				
36.	- Regional trade agreements - EXERCISE: Negotiation skills Part 2	- Presentation - Q & A	40min. 20 min.	

Session Plan**WEEK IV - DAY THREE***PART EIGHT: OTHER TOPICS*

&

PART NINE: WHAT NEXT ?

Module no.	Session Topic	Method	Time	Trainer
31.	Other plurilaterals	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				

37.	- E- commerce - EXERCISE: Negotiation skills Part 3	- Presentation - revision of service offer (by Jordan team) - WTO members: prepare presentation on communications	40min. 20 min.	
-----	--	---	-----------------------	--

Session Plan
WEEK IV - DAY FOUR
PART EIGHT: OTHER TOPICS

Module no.	Session Topic	Method	Time	Trainer
32.	WTO and developing countries	- Spokes person (review the previous day) - Presentation	5 min. 55 min.	
BREAK - 10 min. -				
34.	- WTO's Website and documentation - EXERCISE: Negotiation skills Part 4	- Presentation - Presentation - Q & A	40min. 20 min.	* possible guest speaker

Session Plan
WEEK IV - DAY FIVE
PART NINE: WHAT NEXT ?
&
PART TEN: JORDAN'S ACCESSION

Module no.	Session Topic	Method	Time	Trainer
38.	Built - in agenda	- Spokes person (review the previous day) - Presentation	5 min. 40 min.	

BREAK - 10 min. -				
39.	Jordan's accession	- Energizer \ refocus - Presentation	5 min. 35min.	* possible guest speaker
40.	Jordan's working party report	- Presentation	35 min.	

ANNEX SEVEN

SUGGESTED PROGRAM DESCRIPTIONS

I. Service Task Force

The service task force can coordinate the input from the Ministries into the finalization of a services offer. Once a member of the WTO, the task force can be the enquire point for questions on services.

II. Public Awareness Committee

The public awareness committee can help design, coordinate, arrange participation for public awareness Ministries. The seminars can start with information sharing among Ministries about WTO benefits and responsibilities, with joint development of an information packet from the WTO office and the Ministry involved. From there, seminars can be provided to the business community to provide information and discuss ideas for implications for Jordan's business community.

III. WTO Library

A committee (of one or more) should have responsibility to keep tract of the office's library: what books and reports are in the library, what books have been requested from donor organizations, and what other resources are wanted for the library. This person might also want to index the material for topics contained in the books and reports for easy access to information.

The library could also contain a "Contact List". This could be a list of individuals with whom the Unit regularly is in contact, with their phone and fax numbers. The list could be updated so staff within the unit can respond promptly to requests knowing who is the usual contact person.

IV. WTO News

Being informed about current WTO events can take many forms: reading the newsletter FORUM, following the press releases (obtainable on the WTO web site), and skimming the panel reports to become familiar with what issues are of current importance, and to follow the determination of how agreements are being interpreted by panels. The office may want to develop a Current News file containing summaries of panel reports, and press releases.

V. Team Building Committee

The Team Building event can take many forms. One suggested idea is to work on a statement to go to the Council on Ministers on the formal role of the WTO office. This would involve participation of the various Ministries, the formal designation of individuals to be part of the WTO

accession working team, and holding of a workshop. The committee would help write the invitations, work with the facilitator on the design of the workshop and the use of the results.

VI. Notification Requirements

WTO has numerous notification requirements in various agreements. It is suggested that the unit submit an application to WTO for attendance of the Notification workshop, or at least obtain the materials from this seminar. Failing those two options, a list can be compiled. This person or committee would facilitate the submission of notifications to WTO. When changes occur requiring notification, the Unit could contact the Ministry involved for information sufficient to submit notice.

VII. Public Communications

The unit can be developed as the Government information office on WTO. Any public inquires, be them from students, organizations, or individuals could be directed to this individual. Packets of information on various topics could be developed to provide various forms of information.

ANNEX EIGHT

AN EXAMPLE OF A WTO ACCESSION OFFICE MISSION STATEMENT

A suggestion is that the WTO Accession Office develop a statement which includes one objective and supporting activities, such as:

The WTO Accession Unit's mission is to provide the leadership in negotiating with members of the World Trade Organization (WTO) terms of accession to the WTO and to supply the technical support, coordinating Government response and facilitating the Government's preparation to becoming a member. This objective involves the following areas of work:

- 1.The Office prepares the Government of Jordan's submissions to the WTO;
- 2.The Office communicates and coordinates the responses among Ministries for response to the WTO in responding to questions from WTO members;
- 3.The Office provides public awareness programs and training to encourage knowledge of and understanding of responsibilities and benefits of WTO membership. The training and public awareness programs are aimed at the Ministries, the business community and the public; and
- 4.The Office communicates and facilitates exchange of ideas and information with Parliament to facilitate Parliament ratification of WTO membership.

